

QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information

1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce, National Telecommunications and Information Administration	2. Award Identification Number 23-41-B10524	3. DUNS Number 002491384
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4. Recipient Organization

 MAINE STATE LIBRARY 64 State House Station, Augusta, ME 04333-0064

5. Current Reporting Period End Date (MM/DD/YYYY) 06-30-2013	6. Is this the last Report of the Award Period? <p style="text-align: center;"><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
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7. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

7a. Typed or Printed Name and Title of Certifying Official Elissa Burke	7c. Telephone (area code, number and extension) _____
	7d. Email Address eburke@tilsontech.com

7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 09-17-2013
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Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (600 words or less).

There has been significant work exploring and planning for sustaining efforts begun with the BTOP grant in all Maine public libraries. Most significant are ongoing relationships with our partners in the Department of Labor Career Centers as well as with Access to Justice and Volunteer Lawyers Project. With the Career Centers, the part that libraries will play in extending Career Center reach in Maine is part of a major restructuring as well as the establishment of Virtual Career Centers. Regarding work with Access to Justice, a session on Renter Rights was held on April 2, 2013. Then on May 1 for Maine Law Day lawyers volunteered in over 40 libraries in every county in Maine to offer free public talks/presentations and individual consultations to Maine. More than 40 people had an individual session with a volunteer lawyer.

A celebratory end of the grant event was held on May 31 at the Hall of Flags in the Maine State House. The keynote speaker was House Representative Michael Michaud who was joined by Peter Pare, Executive Director of the Maine Department of Labor Bureau of Employment Services, CEO of GreatWorks Internet, Fletcher Kittredge and others to celebrate the project accomplishments and to kick off new digital literacy efforts. We had television and newspaper coverage. <http://www.kjonline.com/news/States-19-library-Internet-access-program-celebrated-Friday.html> ; <http://bangordailynews.com/community/friday-celebration-marks-completion-of-federal-and-state-investment-in-public-library-broadband/>; <http://www.wabi.tv/news/40610/maine-libraries-celebrated-a-2-million-dollar-project>.

Sustaining efforts in digital literacy continue. LearningExpress Library continues to be a popular resource used by libraries and career centers. Beginning in July 2013, access to LearningExpress Library and the add-on Popular software Tutorials will be available in public libraries , K-20 buildings, Maine career centers and adult education buildings. This learning portal was first introduced with BTOP funding to public libraries and the Maine State Library was committed to expand access to this online resource.

2. Please provide the percent complete for the following key milestones in your project. Write "0" in the Percent Complete column and "N/A" in the Narrative column if your project does not include this activity. If you provided additional milestones in your baseline report, please insert them at the bottom of the table. Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2.a.	Overall Project	100	Project is complete and all funds have been expended.
2.b.	Equipment / Supply Purchases	-	Progress reported in Question 4 below
2.c.	Public Computer Centers Established	-	Progress reported in Question 4 below
2.d.	Public Computer Centers Improved	-	Progress reported in Question 4 below
2.e.	New Workstations Installed	-	Progress reported in Question 4 below
2.f.	Existing Workstations Upgraded	-	Progress reported in Question 4 below
2.g.	Outreach Activities	-	Progress reported in Question 4 below
2.h.	Training Programs	-	Progress reported in Question 4 below
2.i.	Other (please specify):	-	Progress reported in Question 4 below

3. Please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

The most difficult challenge through the entire project has been dealing with the state budget time lines, quarterly allocations and work flows.

4. Please provide actual total numbers to date or typical averages for the following key indicators, as specified in the question. Write "0" in the Total column and "N/A" in the Narrative column if your project does not include this activity. Unless otherwise indicated below, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative explanation if the total is different from the target provided in your baseline plan (300 words or less).

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.a.	New workstations installed and available to the public	542	All equipment is in place and available to the public.

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.b.	Average users per week (NOT cumulative)	11,272	Average users per week is based upon reports collected at all BTOP libraries based on the previous quarter.
4.c.	Number of PCCs with upgraded broadband connectivity	0	NA
4.d.	Number of PCCs with new broadband wireless connectivity	0	NA
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	0	NA

5. Training Programs. In the chart below, please describe the training programs provided at each of your BTOP-funded PCCs.

Name of Training Program	Length of Program (per hour basis)	Number of Participants per Program	Number of Training Hours per Program
See attachment training sheet	0	0	0

Add Training Program

Remove Training Program

Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).
 The project is completed but efforts are ongoing in libraries to continue with digital literacy training, work with the unemployed and expansion of the video conferencing and desktop video conferencing use in libraries.

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "0" in the second column if your project does not include this activity. Figures should be reported cumulatively from award inception to the end of the next reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Planned Percent Complete	Narrative (describe reasons for any variance from baseline plan or any relevant information)
2.a.	Overall Project	100	NA
2.b.	Equipment / Supply Purchases	-	Milestone Data Not Required
2.c.	Public Computer Centers Established	-	Milestone Data Not Required
2.d.	Public Computer Centers Improved	-	Milestone Data Not Required
2.e.	New Workstations Installed	-	Milestone Data Not Required
2.f.	Existing Workstations Upgraded	-	Milestone Data Not Required
2.g.	Outreach Activities	-	Milestone Data Not Required
2.h.	Training Programs	-	Milestone Data Not Required
2.i.	Other (please specify):	-	Milestone Data Not Required

3. Please describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

None.

Public Computer Center Budget Execution Details

Activity Based Expenditures (Public Computer Centers)

1. Please provide details below on your total budget, cumulative actual expenditures (for the period ending the current quarter), and cumulative anticipated expenditures (for the period ending next quarter) for each line item, including detailed disbursements of both matching funds and federal funds from project inception through end of this quarter (actual) or next quarter (anticipated). Actual and anticipated figures should be reported cumulatively from award inception to the end of the applicable reporting quarter.

Budget for Entire Project				Actuals from Project Inception through End of Current Reporting Period			Anticipated Actuals from Project Inception through End of Next Reporting Period		
Cost Classification	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	\$73,733	\$73,733	\$0	\$73,733	\$73,733	\$0	\$0	\$0	\$0
b. Fringe Benefits	\$18,968	\$18,968	\$0	\$18,968	\$18,968	\$0	\$0	\$0	\$0
c. Travel	\$12,501	\$0	\$12,501	\$11,714	\$0	\$11,984	\$0	\$0	\$0
d. Equipment	\$137,795	\$0	\$137,795	\$137,795	\$0	\$137,795	\$0	\$0	\$0
e. Supplies	\$698,559	\$52,000	\$646,559	\$698,559	\$52,000	\$646,559	\$0	\$0	\$0
f. Contractual	\$264,100	\$0	\$264,100	\$265,249	\$0	\$265,249	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$745,984	\$444,480	\$301,504	\$745,622	\$444,480	\$300,872	\$0	\$0	\$0
i. Total Direct Charges (sum of a through h)	\$1,951,640	\$589,181	\$1,362,459	\$1,951,640	\$589,181	\$1,362,459	\$0	\$0	\$0
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$1,951,640	\$589,181	\$1,362,459	\$1,951,640	\$589,181	\$1,362,459	\$0	\$0	\$0

2. Program Income: Please provide the program income you listed in your application budget and actuals to date through the end of the reporting period.

a. Application Budget Program Income: \$0	b. Program Income to Date: \$0
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